



July 21, 2025

Honorable Members of the City Council,

This letter is intended to serve as a report of the activities of the Historic District Commission since 2023.

Since 2023, the Historic District Commission has provided Advice and Comment on 4 projects, and reviewed 5 applications for Major Projects on properties within the Historic District. The staff liaison has reviewed 16 minor projects in that time, whose applications do not involve modifications to property that rise to the level requiring review by the Commission.

In this time frame the Historic District Commission had two joint meetings with the Heritage Commission. The first, held on March 31, 2024, was informational, offering current members of both commissions the opportunity to meet, and gave both commissions the opportunity to better understand each other's activities, and purpose. The second I will touch on momentarily.

Starting at the beginning of 2024, the Historic District Commission, through the able facilitation of Evan Clements, pursued a grant with the help of May Williams, of Center Harbor NH, a Historic Preservation Consultant, that would fund an inventory of the 16 as yet unclassified properties added to the Historic District in the area of Emerald street in 2011. Ms. Williams would then take on the task of inventorying and preparing a report that would assist the HDC in categorizing these properties.

Once the grant was awarded, Ms. Williams appeared before the HDC at the June 19, 2024, meeting to discuss the scope and timing of her work. She returned on August 21, 2024, to discuss the format of her report, and the criteria for her classifications. Her report was completed in the Fall. And then it fell to the HDC and the Heritage commission to review the reports and rank the properties.

The HDC and Heritage Commission Joint meeting was held on March 19, 2025, at which both Commissions worked together and successfully and efficiently classified all 16 as yet unclassified properties from the 2011 extension of the Historic District.

In the coming year, while also serving the community in reviewing proposed work to structures within the district, the HDC also intends to work on its outreach to the community and strengthen its working relationship with the Heritage Commission.

Thank you,



Sofia Cunha-Vasconcelos  
Chair, Historic District Commission.